

WORKSHOP DESCRIPTION SHEET

Administrative Professionals' Series: 21st century Administrative Professionals must possess a broader range and depth of skills than ever before. To be successful in the new business environments, Administrative Professionals must become expert facilitators, communicators, resource managers, innovators, technologists, and problem-solvers. This two day series will teach you best practices for Administrative Professionals and provide practical insight and advice on being successful.

Batter-Up: The "Perfect Pitch" is a concise, carefully planned, and well-practiced marketing message about your professional self that is easy to understand in an instant, or the time it would take to pitch a ball from the pitcher's mound to the home plate. This workshop will teach you how to craft your own winning pitch that will have you sliding right into your new job.

Become A Top Performer: This workshop will teach you to set realistic career goals early at work that can help you progress. Getting a job is hard work. Keeping that job is work, too. But most workers want even more.

CEO Program: For youth ages 17-21 who would like help with finishing school or other training opportunities.

Click 'n' Drag: This workshop is for those who are new to using computers and a mouse. This course will teach you how to use the mouse to select text, make simple format changes to text, use cut, copy, paste and other very basic skills that are found in MS Office software.

Customer Service: This workshop will help you, the job seeker, realize the importance of customers to a business, and the need to meet those customers' expectations and provide good customer service. Businesses without customers simply do not exist.

Dell Learning System (Lab Time): This is an interactive computer based learning system which allows participants to develop, refresh, or enhance their skills in either Microsoft Office 2003 or 2007 applications. Pre-requisites: You must have basic computer skills, knowledge of how to navigate the internet, and typing skills. **Computers are available on a first-come, first-serve basis, check with front desk for available times.**

Ethical Employees: This workshop is about ethics and the rules we use to make decisions about life. This workshop will give you guidelines for making choices about work problems when the right answers aren't obvious.

Excel Basic (A&B) offered as a full day or 2 half days: This basic level class is for those who have no experience using Excel or who need a brush up on the basics. Pre-requisites: You must have some ability to type and use a mouse.

Federal Job Search: Learn from a former GS-15 HR Manager from the Office of Personnel Management about the Federal application process and understand how to create Federal application materials that will set you apart from the competition.

Get Connected: Creating Your Online Presence: Ever wonder how to use social media sites (LinkedIn.com, Facebook, and Twitter) to your advantage? Attend this three-session workshop to learn techniques that will help to create your online presence and maximize your job search. **Session 1** is an introduction to the three main sites: LinkedIn, FACEBOOK, and Twitter. **Session 2** will teach you how to create a profile and help you to gain insights on how to get the most out of your page. **Session 3** will give you the opportunity to explore the features of each site and how they work. Pre-requisites: You must have the ability to type and use a mouse, and be available to attend all 3 sessions.

Green Jobs: This workshop will provide both awareness and insight into the new world of green jobs and careers, including definitions, statistics, trends, and resources. You will leave with a much improved understanding of green jobs/careers and the wide variety of industries and career fields that support green jobs and green technology.

Interview Workshop: This training session will help you prepare your best answers for the most frequently asked questions and give you insight on how to best present yourself from walking in the door through writing a thank you letter.

Job Fair Workshop: Let us help you to prepare for your next job fair. This workshop will offer tips and advice that will make you stand out in the crowd.

Cancellation of workshop: Workshops are canceled if Loudoun County Public Schools are canceled or on a 2-hour delay. If LCPS are on a 1-hour delayed schedule, the AM workshop will also start on a 1-hour delay.

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Keyboard & Mouse Review: This workshop is for those who would like additional practice on using the mouse. This course will teach you how to use the navigation and editing keys of the keyboard. This course will also provide additional practice on using the mouse to perform Click n' Drag, and Cut n' Paste operations. Pre-requisite: Must attend Click 'n' Drag workshop first.

Mock Interview: (by appointment only)
The mock interview is a 30-minute individual session to help you prepare and strategize for future interviews. Traditional and behavioral interview questions will be presented and you will be asked to respond, as you would in a real interview. After the interview, you will be given constructive feedback regarding your interviewing style and how you responded to the questions.

Networking Strategies: Learn the skills you need to boost your confidence in networking in this workshop. The most common advice in job searching today is to "Network, Network, Network". And yet, many of us fail to network effectively. With the recession still strong and jobs tough to come by, networking is a highly effective means of securing a job.

NOVA GATE, (Growing America Through Entrepreneurship): For dislocated job seekers over 45 years old who want to start or expand their own small business.

Presentation Skills: This workshop will teach you practical techniques that will help you to make clear, engaging and memorable presentations. You will learn how to relax, and build a rapport with the audience while keeping your message clear, well-structured and lively.

Problem Solving: As organizations become more and more complicated, there is a greater need for workers who can solve problems. This workshop will highlight the reasons employers are looking for workers with problem-solving skills and introduce a variety of ways to approach problems with problem-solving skills and creativity.

Professional Résumé Writing: This workshop is for those who are targeting their resume and cover letter toward a particular job opening, profession or specific employment sector. Pre-requisites: You must be working with an Employment or VIEW counselor and have the ability to type using Word and/or have your résumé in Word on a disk.

Résumé Writing 101: This workshop will teach you the basics in putting together an attractive and effective résumé. Pre-requisite: You must bring a copy of your most recent résumé (on a disk if possible) **OR** complete the Résumé Worksheet (Pick up one at the desk) **OR** bring a complete work history including: dates of employment, name of company, your job title, and your major responsibilities for each position you have held.

Revitalize Your Job Search: This workshop will help you to turn a mundane and routine job search into a creative and calculated adventure. You can't do the same thing every day and expect a different result, so change things up with fresh ideas, new approaches, and effective job search techniques.

Social Media for Job Seekers: Are you using social media to your advantage? This workshop will help you to polish your online presence and supercharge your job search and networking efforts. Pre-requisites: You must have basic computer skills, knowledge of how to navigate the internet, typing and keyboarding skills, and an *active social media profile*.

Stress Management: This workshop will teach you effective time management and organizational skills that will go a long way to reduce stress in your life. You will also learn about what stress is, what it can do to you if it is left unchecked, and how you can manage it more effectively. Learning how to deal effectively with stress related problems helps you become more productive, happier, and in control of potentially stressful situations.

SuperManager: This course is a review of issues critical to a 21st century manager or supervisor's success. Essential information related to enforcement of policies, dealing with people, and managing the transition to supervision will be covered. VERY GENERAL information to be used by new supervisors the first few weeks on the job will be provided to help you prepare for management or supervisory roles.

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The Big Event: Planning a personal or family fun day is easy, inexpensive, and everyone will enjoy a day of activities and reconnection. This workshop will offer some simple steps you can take to prepare for fun and relaxing activities.

Understanding Money and Credit: This workshop will teach you planning and money management techniques that will help you feel more confident about your ability to live within your means, handle emergencies, reduce debt and save for the future.

Understanding Temporary Employment:

This workshop will take you on a journey through the world of Temporary Employment. By the end of this workshop you will understand the difference between the various types of employment agencies, and learn how to conduct employment agency research using the tools provided.

WIA Orientation: The seminar is an orientation to the Workforce Investment Act (WIA) and an overview of the services provided. Customers will then meet with an Employment Counselor to determine if they are eligible for Intensive and/or Training Services. Please check the list attached to your appointment card for a list of documents to bring with you to the seminar.

Windows XP Intro: This will introduce you to Microsoft Windows XP operating system software. You will learn about the desktop, taskbar, icons, toolbars, files, folders and much more. Pre-requisites: You must have some ability to type and use a mouse.

Word Basic (A&B) offered as a full day or 2 half days: This basic level class is for those who have no experience using Word or who need a brush up on the basics. Pre-requisites: You must have some ability to type and use a mouse.

Workplace Communication: This workshop will teach you techniques to effectively communicate in the workplace using both traditional and technological communication skills.

Youth Job Fair: Let us help you to prepare for the 2nd Annual Leesburg Youth Job Fair! This workshop will offer tips and advice that will make you stand out in the crowd: Supercharge your resume to highlight your unique skills and abilities, make an instant impact with your introduction that will surely leave a lasting impression, maximize your time at the job fair by Planning, Practicing, and Pursuing, learn the secrets of on-the-spot interviewing

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